

EQUIPMENT MECHANIC I/II

DEFINITION

To perform skilled mechanical work in connection with the overhaul, maintenance and repair of a wide variety of City vehicles including but not limited to heavy-duty and diesel trucks, gasoline trucks, light duty trucks and public safety equipment, including but not limited to street sweepers, backhoe/loaders and brush chipper equipment.

DISTINGUISHING CHARACTERISTICS

Equipment Mechanic I – This is the entry-level classification in the Equipment Mechanic series. Incumbents are required to perform a variety of routine equipment repairs and equipment preventive maintenance. This class is flexibly staffed with the Equipment Mechanic II and incumbents may advance to the higher level after gaining the knowledge, skills, experience and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class.

Equipment Mechanic II – This is the journey-level classification in the Equipment Mechanic series. Incumbents in this classification are distinguished from those in the subordinate classification of Equipment Mechanic I by the assignment of highly skilled and more complex duties. The Equipment Mechanic II performs skilled preventive maintenance duties involving vehicle and equipment systems diagnosis (trouble shooting), repair and overhaul. Incumbents are expected to perform the full range of necessary vehicle and equipment maintenance and repairs with limited supervision.

SUPERVISION RECEIVED

Immediate to general supervision is provided by the Equipment Maintenance Supervisor.

SUPERVISION EXERCISED

At the journey level, may provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Performs preventive maintenance services on vehicles and equipment, to include but not limited to: safety inspections, checking fluids, lubrication, filter changes, replace and gap spark plugs and install ignition components.

Conducts inspection of vehicle and equipment performance to determine if there are problems.

ESSENTIAL DUTIES (continued):

Repairs, replaces and rebuilds defective parts and returns vehicles and/or equipment to operating condition.

Performs minor emergency road service; completes field repairs when equipment breaks down.

Repairs/replaces tires, tubes, and valve stems.

Repairs and replaces brake system components, to include: machining drum and disc brake assemblies.

Tests and repairs vehicles and equipment electrical components and wiring.

Repairs and replaces fuel systems components.

Adjusts chains, belts and attachments on City vehicles and equipment.

Takes appropriate action as required to identify and correct safety hazards and report safety concerns to supervisory personnel.

Heats and cuts metals as necessary; welds, fabricates, and assembles parts and equipment as needed.

Cleans and maintains work area daily.

Troubleshoots, diagnoses and repairs mechanical systems, to include but not limited to: hydraulic and air brake systems, engine and transmission problems, suspension and steering systems.

Repairs systems on heavy duty vehicles to include but not limited to: street sweepers, tractors, dump trucks, fire apparatus, etc.

Performs emergency road service on heavy equipment, to include but not limited to: cranes, bucket trucks, fire apparatus and loaders.

Tunes, troubleshoots, diagnoses and repairs all electrical and fuel systems, including OEM onboard vehicle computer systems, trailer wiring, emergency lights and sirens, reading and understanding wiring diagrams, and use of appropriate test equipment.

Tests, repairs and installs complex vehicle electronic components and wiring.

Adjusts chains, belts and attachments on City vehicles and equipment.

ESSENTIAL DUTIES (continued):

Performs maintenance and repair on a wide variety of hydraulic systems, water pumps and power take off (PTO) assemblies.

Repairs and overhauls powertrains, chassis and accessory components as required.

Designs and fabricates modifications or additions according to the user's needs, using the appropriate materials and tools to complete the job in a timely manner.

Responds to emergencies requests for assistance from employees in the field.

Contacts vendors to purchase parts and materials needed to repair and maintain fleet.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of maintenance, repair and overhaul of automotive machiner and equipment.

Safe and proper use of tools and materials used in the repair of vehicle maintenance and equipment.

Engines, manual and automatic transmissions, generators, carburetors, electrical and hydraulic systems, fuel injection, ignition and brake systems.

Diagnostic equipment and tools related to the maintenance and repair of heavy and light trucks, automotive and mechanical equipment.

Principles and practices of work safety.

Functions and proper use of automobile parts, garage supplies, tools, oils, greases and lubricating devices.

Basic mathematics.

Ability to:

Accurately diagnose causes of equipment malfunctions and make appropriate repairs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Operate, maintain and repair a variety of light and heavy equipment including but not limited to internal combustion engines and hydraulic equipment.

Read and interpret manuals, schematics and hydraulic circuits.

Read labels and Hazardous Materials Safety Data Sheets for chemicals and other written materials.

Estimate cost of repairs and order materials as needed.

Perform routine vehicle and equipment maintenance and repair.

Complete timecards and work orders.

Assist in management of inventory control.

Understand and follow verbal and written instructions.

Maintain effective working relationships with all city employees and vendors contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equipment Mechanic I:

Experience: One (1) year of experience in the automotive field performing preventive maintenance and repairs. Some heavy duty repair experience is desirable.

Education: Equivalent to completion of the twelfth (12th) grade. Additional specialized training in automotive mechanics or a closely-related field is highly desired.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License. Within six (6) months of appointment and on a continual basis, possession of a valid Class B California Driver's License. Possession of valid California Smog Check, Lamp, and Brake Licenses are highly desirable.

Equipment Mechanic II:

Experience: Two (2) years of increasingly responsible experience performing duties similar to an Equipment Mechanic I involving skilled mechanic maintenance, repair and overhaul of a wide variety of major heavy duty, automotive machinery and equipment.

Education: Equivalent to completion of the twelfth (12th) grade. Additional specialized training in automotive mechanics or a closely-related field is highly desired. Possession and maintenance of ASE certification is highly desirable.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License. Within six (6) months of appointment and on a continual basis, possession of a valid Class B California Driver's License. Possession of valid California Smog Check, Lamp, and Brake Licenses are highly desirable.

SPECIAL REQUIREMENTS:

Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration Department of Transportation (D.O.T.) regulations and the City's policy concerning drug and alcohol testing as a condition of employment with the City.

Essential duties require the following mental and/or physical ability to: work in variable indoor and outdoor conditions; withstand exposure to outdoor elements in all weather conditions (e.g. heat, cold, rain) throughout the year; sit, stand, walk, kneel, crouch, squat, climb, twist, reach, bend and safely lift and move equipment up to 50 pounds; work in confined workspaces and be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards and odorous environments; grasp, perform repetitive hand movements and fine coordination using a computer, keyboard, and mouse/trackball, converse by telephone, by email, in person and be clearly understood; read and comprehend legal, technical and complex documents; and interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

310CS91

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December 1980

Revised November 1991

Revised May 2008

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AAP GROUP: 16

City of Hayward

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FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt